Project Submittal Checklist

Revised February 6, 2004

The following is a checklist indicating the minimum documentation required for a complete project submission to the Division of the State Architect (DSA). Additional documentation may be needed or some items may not be required based on project scope. Each document must be completed as described below. Projects are expected to be completely designed and coordinated prior to submission.		provided	not provided	not applicable
Part 1	**Application Form DSA-1:**			
1.01	Provide complete information (name of school, addresses, etc.)			
1.02	Must be signed by applicant.			
1.03	Scope of work should be properly defined.			
1.04	The scope of 'increments' must be clearly defined.			
1.05	Project Tracking Number (PTN) must be provided.			
1.06	An appropriately licensed architect or engineer (A/E) must be identified as being in 'General Responsible Charge' of the project (Part 4). **This individual is referred to as the A/E throughout the remainder of this document.**			
1.07	If portions of the design or construction observation are delegated (Parts 5 and 7) the individuals to which the work is delegated must be licensed architects or engineers.			
1.08	Provide either a 'Geologic Hazards Report' (2 copies) or (for certain projects) the A/E may sign the 'Geo-Hazards Statement' on the application. See IR-A4 for further information.			
1.09	An authorized representative of the school district must sign the Request for Waiver of Durability for relocatable projects.			
Part 2	**Correct Fee:**			
2.01	Provide Access and Structural/FLS fee if all DSA Units review your project.			
A	Projects waived by Structural/FLS submit Access fee only.			
B	Projects waived by Access submit Structural/FLS fee only			
Part 3	**Submit three sets of drawings.** *Exceptions: a) two sets when Access review is waived, b) one set for Access only projects*			
3.01	**General**			
A	All drawings and specifications must be signed and stamped by the A/E and/or the appropriate consulting design professional to whom which a portion of the work has been delegated. The drawings MUST also include a note that says "For Plan Review Only" so that they will not be confused with final drawings used for construction.			
B	Each drawing must have a unique sheet number.			
C	All details must be clearly referenced form plans, sections, elevations or other details.			
D	Scope-of-work must be clearly defined including identification of all increments where applicable.			
E	Submit all written documents generated by schematic preliminary review by DSA			
F	Include Access hardship requests per CBSC 1134B with submittal when appropriate.			
3.02	**Title Sheet** (items may be shown on site, civil or floor plans)			
A	Index of drawings (verify that all sheets are included).			
B	Vicinity map including 'north arrow' and cross streets.			
C	References to current editions of governing codes and adopted standards.			
D	Building code analysis must be shown including occupancy, type of construction, etc.			
E	List of deferred approval items with appropriate note. Only the following items may be listed as "deferred approvals"			
	Automatic fire sprinkler systems and fire pumps			
	Elevator guide rails and support brackets			
	Window wall systems or store fronts with spans over 10'			
	Exterior wall systems of precast concrete, GFRC, etc.			
	Skylights (do not defer if an ICBO approval is provided)			
	Bleachers *(seating layout must be shown at time of submittal)*			
3.03	**Site Plan** and/or civil drawings			
A	All DSA application numbers for existing buildings must be shown. Existing buildings affected by project scope must be DSA certified (alterations are not permitted to uncertified construction).			
B	Names and/or designations for all existing buildings must be indicated.			

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C	Clear indication of all buildings and/or areas affected by the proposed construction.			
D	Dimension locations of all buildings affected by the scope of work. Dimension to assumed property lines and to other buildings.			
E	Clearly indicate any non 'Field-Act' structures on the site; they must be noted as, "Not part of Structural review." Structures may be part of Access review.			
F	Accessible Path of Travel (p.o.t.) must be shown from all site arrival points to all accessible entry/exits within the area of work. Provide topographic information necessary to determine slopes.			
G	All site structures: fences, gates, retaining walls, light poles, and signs shall be clearly indicated and locations dimensioned. Include landscape planting near the p.o.t.			
H	Show grandstand, bleacher and accessible playgrounds/athletic facilities as applicable.			
I	Show accessible parking spaces.			
J	Indicate walkway widths and surface materials.			
K	Indicate locations of all toilet rooms, drinking fountains and public phones.			
L	Indicate fire department access route to the area of work, fire hydrant locations and provide data for water supply (if required) with approval signed by the local fire authority.			
M	Show locations of post indicator valve, fire department connection and fire sprinkler riser.			
N	Coordinate underground site utility locations with structural foundation locations.			
3.04	**Demolition Plans** are generally required for alterations projects.			
3.05	**Floor Plans**			
A	Fully dimension all drawings sufficiently in order to evaluate code compliance and constructability			
B	Exiting system must be shown and accessible egress systems at new construction.			
C	Wall construction types must be identified, reference details with assembly design numbers.			
D	Provide and reference detailed floor plans of adequate scale for toilet rooms, elevators, wheelchair lifts, stairs, ramps, drinking fountains, public phones, etc.			
E	Indicate fixed furniture and equipment layout within project areas. Indicate casework functions.			
F	Elevator must be provided within 200 ft. of any new entry stairway.			
G	Indicate location of new and existing fire extinguishers.			
H	Label all rooms indicating use.			
3.06	**Architectural Details**			
A	Door, hardware, window and finish schedules are required. Provide hardware specification and reference threshold details, panic hardware and fire door assemblies where required.			
B	Provide wall schedules and details defining wall construction. Indicate fire resistance rating, hour rating and assembly design number. Coordinate sheathing requirements with structural.			
C	Signage/room identification must be clearly detailed. Provide way-finding signage at site and in buildings. Provide CA braille and tactile text at all rooms, areas, functions and elevators.			
D	Provide interior elevations of toilet rooms show mounting heights of fixtures and accessories			
E	Provide accessible casework details and elevations. Include anchorage details.			
F	Coordinate wall penetration sizes and locations on all drawings.			
G	If tall bookshelves or other items are noted as 'not in contract (NIC)' they still must have anchorage details provided. NIC items affecting access must be identified for review.			
3.07	**Structural Drawings**			
A	Cross out typical details and notes that not are applicable to the scope of work.			
B	Locations of mechanical and electrical equipment must be shown.			
C	Open web trusses must be completely detailed.			
D	Coordinate dimensions, window, door, duct, pipe and other openings with all other drawings.			
3.08	**Mechanical/Plumbing Drawings**			
A	Show mechanical unit locations and reference appropriate anchorage details.			
B	Provide a complete plumbing fixture legend. Identify all accessible fixtures.			
C	Provide unit anchorage details applicable to the equipment and structural framing system.			
D	Coordinate mechanical and plumbing penetrations with fire walls, shear walls, etc.			
E	Coordinate plumbing layout with architectural plans.			
F	Indicate gas shut-off valve for each building.			
G	Provide schedule of all HVAC equipment noted with CFM.			

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3.09	**Electrical Drawings**			
A	Clearly define heights of receptacles and switches			
B	Provide assistive listening system(s) when required.			
C	Provide outlets and switches in accessible locations.			
D	Provide complete 'one-line' diagrams.			
E	Show all conductor sizes.			
F	Provide complete panel schedules.			
G	Provide load calculations.			
H	Equipment anchorage details must be shown and appropriately referenced.			
I	Provide emergency lighting when area serves more than 100 occupants.			
K	Coordinate and cross reference electrical work required for fire/smoke dampers and other devices shown on other drawings.			
J	Provide new, and show locations of existing, exit signs as required.			
Part 4	**Fire alarm documentation**			
4.01	Fire Alarm drawings:			
A	Provide site plan. Indicate building names or designation. Locate FACP, power booster, terminal cabinets, annunciator panels, etc. Show conduit runs, specify wire type and size.			
B	Indicate system description (manual or automatic; addressable or non-addressable).			
C	Provide scope of work description, designate new and existing.			
D	Provide FA floor plan. Label all rooms with use. Indicate circuit and device number.			
E	Provide a fire alarm riser diagram. Specify the designated 120-volt circuit for connection.			
F	Provide a point-to-point wiring diagram for each floor. Indicate connections for all devices and connections between FA panel and/or booster panel.			
G	Provide voltage-drop and battery calculations.			
4.02	Provide State Fire Marshal listings and mfg. cut sheets for fire alarm devices used.			
Part 5	**Submit three sets of specifications** *(see exceptions at Part 3)*			
5.01	Provide the signatures and stamps of all responsible design professionals.			
5.02	Provide complete specifications that coordinate with the scope of the project.			
5.03	Provide a clear written description of the scope of the project. Include scope of increments and bid alternates when applicable.			
Part 6	**One set of structural calculations**			
6.01	Clearly indicate all seismic and wind load factors used including importance factors.			
6.02	Provide a brief description of the basic lateral load resisting system and assumptions used for			
6.03	Provide a key plan or some method to correlate structural elements shown on the plan with the appropriate calculations.			
6.04	Indicate the snow load used for design. Include at least 33% of snow load in lateral load calculations for construction above 5000 feet.			
6.05	Include 'lateral drift' calculations as appropriate.			
6.06	If open-web trusses are provided complete truss calculations and details must be provided.			
6.07	Documentation for computer programs used may be necessary when computer output is submitted.			
6.08	Include the weight of mechanical units in load calculations.			
6.09	Provide calculations for mechanical unit anchorage as appropriate.			
6.10	Design soil-bearing pressures of more than 1000psf must be substantiated by a geotechnical report.			
6.11	Design lateral soil loads on retaining walls must be substantiated by a geotechnical report.			
6.12	Provide calculations for site structures (light poles, signs, etc.).			
6.13	Allowable lateral soil pressures used for the design of major poles and signs must be substantiated by a geotechnical report.			
6.14	For alterations projects calculations may be required to show that mass has not been increased by more than 5% and that lateral load resisting capacity has not been reduced by more than 5% (per section 4-309(c)2).			

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6.15	For alterations projects where the estimated costs of alterations exceed 50% of the cost of the building the building must be brought up to the requirements of the current code per section 4-309(c)1.			
Part 7	**Geotechnical (soils) report:**			
7.01	The report must be applicable to the site and signed by a California Certified Geotechnical Engineer. The recommendations of the geotechnical report may not be applicable to buildings located outside of the area investigated.			
7.02	The geotechnical report may require review by the California Department of Mines and Geology (CDMG).			
Part 8	**Geologic hazards report (or statement):**			
8.01	Two copies of a geologic hazard report, signed by a California registered geotechnical engineer or California certified engineering geologist, are required for all construction projects (new or alterations) within any “state mandated geological hazard zone,” or within an area identified as a geological hazard in the Safety Element of the Local General Plan or for projects where a potential geologic hazard has been identified. For further information, see IR-A4.			
8.02	The Geologic hazards report may require review by the California Geologic Survey (CGS), (formerly named California Department of Mines and Geology or CDGM).			
Part 9	**Energy Compliance Documentation**			
9.01	Complete calculations documenting compliance with the California Energy Code, Title 24, Part 6 are required.			